

## VILLAGE OF ASHWAUBENON

### JOB DESCRIPTION

---

I. Position Title: Lifeguard

Reports To: Pool/Lake Supervisor  
Aquatic Coordinator

II. Job Summary:

Responsible for ensuring the safety of the facility patrons by preventing and responding to emergencies. Lifeguards may assist in the instruction of swimming lessons and other aquatic activities.

III. Duties & Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- A. Supervise patrons during all pool/lake activities and enforce pool/lake rules and regulations.
- B. Watch for hazardous situations and prevent accidents.
- C. Make certain all safety and cleaning equipment is stored in its proper place.
- D. Complete accident/incident reports accurately and in a timely manner.
- E. Perform assigned cleaning responsibilities.
- F. Remain on the premises until dismissed.
- G. Maintain an effective, cordial, and friendly attitude.
- H. Participate in all emergency procedure drills and staff trainings.
- I. Perform other duties as assigned by Supervisor/Director.

IV. Knowledge, Skills & Abilities:

- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- An understanding of the facility policies, procedures, and rules.
- Positive public relations.
- Self directed – ability to start and finish tasks with little supervision.
- Use mature judgment and act as a professional.
- Reliable, diplomatic and responsible.

V. Minimum Qualifications:

- Must be at least 16 years old.
- Must hold a current certification in Lifeguard Training, Community First Aid and Safety & CPR for the Professional Rescuer.
- Must understand and follow the Village of Ashwaubenon Parks and Recreation Department policies.

Additional Qualifications:

- Certified in WSI (Water Safety Instruction).

- Certified in Waterfront Training.

VI. Supervision/Decision Making:

- Demonstrate authority when circumstances warrant. Firmly handle difficult situations to maintain order at the facility. Contact supervisor if needed.
- Personal grooming and dress should be clean in taste, must be in required lifeguard uniform.
- Demonstrate an attitude of courtesy, cheerfulness and friendliness toward the public and patrons.

S:\park\_rec\WPDATA\Job Descriptions\aquatics\jobdescription.lifeguard.doc